

**PUBLIC INFORMATION & COMMUNICATION SERVICES (PICS)
NIH - TASK ORDER**

RFTOP# 128 TITLE: On-site assistance to FIC Communications Director

SET-ASIDE FOR SMALL BUSINESSES.

PART I – REQUEST FOR TASK ORDER (TO) PROPOSALS

Point of Contact Name: Anthony Revenis

Phone: 301-402-3073 Fax: 301-435-6101

Proposal Address:

6011 Executive Blvd., Room 529S
Rockville, MD 20892-7663

Billing Address:

Accounts Payable, OFM, NIH
Bldg. 31; Rm. B1B39
Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: 1 year, with 2 one year options.

C. PRICING METHOD: Firm fixed hourly price (Labor Hour Contract)

D. PROPOSAL INSTRUCTIONS: Proposal will be submitted electronically. Firms should submit a resume for the proposed on-site person, a fixed price for each hour the person is working. Provide prices for each of the option years. It is estimated that approximately 35 to 40 hours per week will be required but FIC guarantees no minimum number of hours. Reasonable administrative and scheduling procedures will be established.

E. RESPONSE DUE DATE: Tuesday, April 29, 2003 at noon.

F. TASK DESCRIPTION:

The Fogarty International Center (FIC), Office of Communications is located in the Office of the Director, FIC. Among other responsibilities, the Office develops a range of written and graphic communications products for the public; manages special events, such as the FIC 35th anniversary symposium and lectures series; overseas production of the FIC newsletter; handles public and media inquiries; responds to written and oral inquiries from the press and the public, as well as grantees and potential grantees; writes releases on matters of immediate interest to the press; is responsible for development and

maintenance of the FIC website, and creates presentations and maintains an FIC slide library for use of the FIC Director and Deputy Director, and FIC staff.

This is to request an on-site, mid-level contract person to assist the Communications Director in developing and writing information materials such as;

- Ad hoc articles and releases for placement in newsletters, journals and print media
- Developing brochures and other information products
- Collect data and narrative text from FIC and IC components for annual reports
- Writing the FIC and Overview chapters and managing the publication of the NIH Annual Report of International Activities
- Maintaining and updating the FIC website
- Creating power point presentations
- Responds to requests for information from the public, grantees, and potential grantees

G. EVALUATION FACTORS:

1. Qualifications and capabilities of proposed individual
2. Corporate knowledge of the FIC mission
3. Price

TO # NICS-128 TITLE: On-site assistance to FIC Communications Director
PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0_____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method: Labor Hour

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE

CONTRACTOR: _____
Signature Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM
SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

RECOMMENDED:

FAX #	Signature - Project Officer	Date
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APPROVED: _____

FAX #	Signature - Contracting Officer	Date
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NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR ESTIMATED TASK ORDER AMOUNT
WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & PICS COORDINATOR

APPROVED: _____

Fax 301-435-6101 Signature –Anthony M. Revenis, J.D., NIH-PICS Coordinator Date